

## **Job advertisement**

### **Co-ordinator**

#### **Avon-Heathcote Estuary Ihutai Trust**



### **Contractor needed in Christchurch**

Key skills – administration management and community engagement.

We need a person determined to improve the estuarine environment of Christchurch's Te Ihutai / Avon-Heathcote Estuary. As well as recruiting and supervising volunteers and planning restoration projects this person will manage the Estuary Trust's business affairs.

You will be a self-employed contractor who can organise your own work programme and yet be able to work with a talented board of trustees.

The Trust is inviting suitable contractors to apply for this role. The applicant must list their hourly rate to perform the jobs listed in the Task Description.

### **Who are we?**

The Estuary Trust, legally known as the Avon-Heathcote Estuary Ihutai Trust, was established in 2003. It is a community-based organisation that works closely with mana whenua, the city council and the regional council.

As well as being an active advocate for estuarine protection and improvement, the Trust oversees five ecological restoration projects on the estuary edges. We lead the renown annual Farewell to the Godwits and have been a key leader in the Christchurch's Mother of All Clean Ups.

### **What you will do**

Manage ecological restoration projects – liaise with council parks staff, recruit and supervise volunteers.

Organise and manage community events such as the annual Farewell to the Godwits, Estuary Fest, presentations by researchers and the Trust's AGM.

Promote the work of the Trust through presentations, displays, newspaper articles, facebook and the website.

Manage the Trust's business affairs (dealing with correspondence and phone calls, organising monthly board meetings, preparing funding submissions, basic book-keeping, etc).

**What we're looking for**

A driver for ecological restoration

Experience in organising volunteers

A gifted communicator

Flexibility and adaptability

Experience in managing business affairs

Computer competency

**Ready to start?**

You can access the Task Description on the Trust's website [Avon-Heathcote Estuary Ihutai Trust - Avon-Heathcote Estuary Trust](#)

We invite applications from people prepared to be self-employed and to work some unusual hours. Please include a cover letter outlining how your experience fits the scope of the position and a CV. Please send applications to [info@estuary.org.nz](mailto:info@estuary.org.nz) by midday Monday 15 September 2025.